



2019 SUMMER SCHOOL

Registration Information

CREDIT COURSES

July 2 – 26 from 8:00 am – 1:48 pm

The new credit course is designed for students who wish to earn a new credit or need to repeat a course. Students must present their final report cards to the teacher by **Tuesday, July 2nd**. This will ensure that you have signed up for the proper course and that you have the appropriate pre-requisite. Failure to do so may result in removal from the course.

REGISTRATION DATES AND LOCATIONS

- Students may take only one new credit.
- Students should register by **June 21st @ 4:00 pm**.

A refundable textbook deposit of \$90.00 is required. Cheques only. Please make cheques payable to ALC.

April 24 SUMMER SCHOOL REGISTRATION BEGINS
Email completed registration form to ssregistration@hcdsb.org

May 28 EduTravel Registration Deadline

June 3 Dual Credit Registration Deadline

June 7 On-Line Registration Deadline

June 21 DEADLINE TO REGISTER FOR SUMMER SCHOOL
Registration is closed @ 4:00 pm

June 24-28 DAYTIME REGISTRATION
@ Thomas Merton 171 Speers Road, Unit 1, Oakville
8:00 am – 4:00 pm
Must complete a registration form and bring proof of citizenship

July 2 1st DAY OF SUMMER SCHOOL
If you miss the deadline to register you must register at one of the three summer school locations on the first day of summer school
Must complete a registration form and bring proof of citizenship

REGISTRATION INFORMATION

- Registration forms **MUST** be signed by your guidance counsellor and include a copy of your credit counselling summary.
- Students should register as soon as possible to ensure they receive the class requested.
- Students must fully complete the application form i.e. applications **MUST** include your **Date of Birth** and **OEN#** (your OEN # is available through your student services office or from a previous report card).
- Students must present their final report cards to the teacher by Tuesday, July 2nd. This will ensure that you have signed up for the proper course and that you have the appropriate pre-requisite. Failure to do so may result in removal from the course.
- **Students are responsible for being registered in the proper course. Check course offerings.**
- Once you have completed your registration you must assume that you are registered in the course. **YOU WILL BE NOTIFIED ONLY IF THE CLASS IS CANCELLED or MOVED.**
- **COURSES WILL BE OFFERED IF THERE IS SUFFICIENT ENROLLMENT AND AVAILABILITY OF QUALIFIED TEACHING STAFF.**
- Course and class locations are tentative depending on student enrollment. Classes may be combined where necessary. Assume you are in the course in the designated location unless otherwise notified.

In the event that a course is over-subscribed students will be placed on a waiting list before they will be allowed to register. Any student that is registered in a class that has a waiting list must be in attendance the first day of class, otherwise, the student will forfeit their place in the class to the next student on the waiting list.

All courses require a final exam.

The date and times for exams will be established on the first day of classes.

Vacations and other activities must be scheduled outside the summer school schedule.

Assessments and exams will not be rescheduled.

EXAMINATIONS

July 25 – EXAM - 8:00 am to 11:00 am

Busing will be available

July 26 – Exam Review Day

No busing available

REPORT CARDS

Final marks will be available at the teaching school on July 26th from 9:00 am to 12:00 noon. After July 26th, report cards will be available for pickup only at The Thomas Merton Centre for Continuing Education located at 171 Speers Road, Oakville. Summer office hours are Monday – Thursday from 8:00 am – 4:00 pm. Closed on Fridays.

STUDENT CODE OF BEHAVIOUR

- Students are expected to attend the full session. After 3 absences in a new credit a student may be asked to withdraw from the course. (Note: 3 significant lates equal one absence.)
- School attire should be suitable to the weather, and also appropriate for an educational environment. Walking shorts are permissible. Halter-tops and tank tops are **NOT** allowed. Summer School Administration have the right to determine what is appropriate school attire.
- Student Code of Expectations will be distributed the first day of classes.
- Vacation should be scheduled outside of summer school i.e. July 2 – 26, 2019. Assessments and exams will not be rescheduled for vacation.

SUMMER SCHOOL LOCATIONS

HOLY TRINITY
2420 Sixth Line
Oakville, ON L6H 5Z8

CORPUS CHRISTI
5150 Upper Middle Road
Burlington, ON L7L 0E5

JEAN VANIER
1145 Bronte Street, S
Milton, ON L9T 8B4

*If further information is required, please contact:
The Thomas Merton Centre at (905) 849-7555 between the hours of 8:00 am and 4:00 pm.*

2019 SUMMER SCHOOL REGISTRATION

PART A: STUDENT INFORMATION

Legal Last Name		Legal First Name	
Male	DOB (YY/MM/DD)	OEN Mandatory	
Female			
Address			
City		Postal Code	
Phone Number		Email Mandatory	
Citizenship		Birth Country	
Current/Last School Attended			Current Grade
Please note: ALL adult and non-HCDSB secondary students must complete the Proof of Citizenship Form (2 nd page of the registration form)			
<input type="checkbox"/> HCDSB Student	<input type="checkbox"/> ADULT Student	<input type="checkbox"/> VISA Student	<input type="checkbox"/> NON-HCDSB Student

PART B: EMERGENCY CONTACT INFORMATION

First Name		Last Name	
Relationship			
Home Phone		Cell Phone	
Medical Conditions			

REGISTRATION INFORMATION

1. HCDSB Students in day school must register through their Student Services Department.
2. All NON-HCDSB students must register in person at The Thomas Merton Centre in Oakville and provide the following:
 - Registration Form signed by their Guidance Counsellor
 - Credit Counselling Summary/Transcript
 - Proof of Citizenship Form
 - Fee Paying Students please visit <https://isp.hcdsb.org/make-a-payment/> and follow the payment process.
3. Students must present their final report cards to the teacher by the second night of classes. This will ensure that you have signed up for the proper course and that you have the appropriate pre-requisite. Failure to do so may result in removal from the course.

REGISTRATION FOR NON-HCDSB STUDENTS

Registration for adults and non-HCDSB students is available at all three (3)
Thomas Merton Centre locations Mon-Fri from 8:00 am – 4:00 pm.
OAKVILLE – 171 Speers Road BURLINGTON – 5150 Upper Middle Rd. MILTON – 875 Main Street East

PART C: COURSE INFORMATION (Please refer to course listing)

COURSE CODE		LOCATION	
-------------	--	----------	--

Counsellor Name (please print) _____

Counsellor Signature _____ Date _____

Please Note: HCDSB reserves the right to CANCEL, COMBINE or RELOCATE classes due to enrolment.

PART D: STUDENT RESPONSIBILITIES

I understand that after three (3) absences I may be asked to withdraw from the course.

Significant lates will be recorded as half an absence.

I will be responsible for books, materials or other equipment loaned to me and I will pay for loss or any damage.

Anyone responsible for vandalism will be required to make reparation and will be withdrawn from the course.

A fully refundable textbook deposit may be required.

Students may take only 1 (ONE) course per semester through the Night School Program.

AUTHORIZATION: By signing this form, I confirm that I have read and understand the information outlined above.

Parent/Guardian Signature _____
(If Student is under 18 years of age)

Student Signature _____

For Office Use Only

Guidance Initials		Course Code	Section
-------------------	--	-------------	---------

Email registration form to: ssregistration@hcdsb.org

Proof of Citizenship Form

This form must be completed by students who DO NOT attend a HCDSB Day School

Pupil's Legal Name

Surname: _____ First Name: _____ Middle Name: _____

Date of Birth (YY/MM/DD) _____ Country of Birth: _____

Gender: Male (✓): _____ Female (✓): _____ OEN #: _____

Type of Documentation Examined to Verify Eligibility			
Type	Details	Expiry Date: (YYYY/MM/DD) - If applicable	Examined to Verify Eligibility
Canadian Birth Certificate			<input type="checkbox"/>
Canadian Citizen	Date pupil became a citizen:	N/A	<input type="checkbox"/>
Exchange Student	Date stamped:		<input type="checkbox"/>
Landed Immigrant	Date stamped:		<input type="checkbox"/>
Native Ancestry	Date stamped:		<input type="checkbox"/>
Other Visa	Date stamped:		<input type="checkbox"/>
Passport	Date stamped:		<input type="checkbox"/>
Permanent Resident	Date (see back of card):	N/A	<input type="checkbox"/>
Refugee	Date stamped:		<input type="checkbox"/>
Student Visa	Arrival Date:		<input type="checkbox"/>

Student (or Parent/Guardian if student is under 18 years of age)

I certify that all the information provided for registration is accurate. Misrepresentation may negate registration process.

Name (please print): _____

Signature: _____

Date: _____

Please Note: Please read registration and program information included in this package.

1. All day school students must have school authorization.
2. Thomas Merton reserves the right to cancel, combine and/or relocate classes.
3. A refundable \$90.00 textbook deposit may be collected if a textbook is required.
4. **Fee Paying Students please visit <https://isp.hcdsb.org/make-a-payment/> and follow the payment process.**